

IDAHO FALLS REDEVELOPMENT AGENCY
P.O. BOX 50220
IDAHO FALLS, IDAHO 83405-0220

January 19, 2012

Regular Meeting
Minutes

Council Chambers

Call to Order: Chair Barnes called the meeting to order at 12:05 p.m.

Members Present: Chair Bob Barnes, Tom Hally, Terri Gazdik, Linda Martin, Lee Staker, Lee Radford, and Brent Thompson.

Members Absent:

Also Present: Ryan Armbruster, legal counsel via conference call; Renée Magee, Agency executive director; Thane Sparks, Agency treasurer.

Minutes: November 17, 2011. Lee Staker moved to approve the minutes of November 17, 2011, as presented. Motion seconded by Tom Hally. Motion passed.

Approval of Bills: Chair Barnes presented the finance report dated January 19, 2012. The following bills were presented for payment from the Snake River Allocation Fund: Elam and Burke, \$675.87; Rudd & Company, \$1,500.00; and the City of Idaho Falls, \$1,020.45. The following payments were presented for ratification from the Snake River Allocation Fund: Leatherworks, \$5,571.83; and Elam and Burke, \$4,084.8. The following payment was presented from the River Commons Revenue Allocation Fund; Harlan W. Mann, \$190.59. **Tom Hally moved to approve the bills as read. Motion seconded by Linda Martin. Motion passed.**

Appointment of New Board Member. Barnes introduced Brent Thompson to the board members and recommended his appointment to the board. He will complete Bob Utterbeck's term which ends in 2015. **Tom Hally moved to accept the appointment of Brent Thompson to the Idaho Falls Redevelopment Agency Board. Motion seconded by Lee Staker.**

Status of Annual Audit and Fund Balance Resolution. Armbruster said in March the board will be presented with a resolution similar to the one in the packet for today's meeting. The resolution will adopt a fund balance policy in response to Government Accounting Standards Board (GASB) Statement No. 54. This standard is applicable to auditing/reporting requirements for the Agency after June, 2011. The standard is an attempt to characterize the accounts of a political subdivision by the constraints or restrictions on their expenditure. All redevelopment agency funds in Idaho are restricted by statutory guidelines. By implementing a formal policy, the Agency signifies funds are being used accordingly. Sparks said the City converted to GASB Statement No. 54 in 2011. The Agency uses the same auditor as the City so the auditor has learned from the experience with the City and the auditor will be prepared to present the audit report at the February meeting. There are a few issues, such as the owner participation agreements and the reserve account of \$300,000, which the auditor is now considering how to handle under Statement No. 54.

Annual Report Requirements. Armbruster explained this discussion is a preview for the February and March meetings. In the last legislative session, the legislators gave the agencies more guidance as to how to adopt their annual reports. The annual report, unlike the audit just discussed, is to be a narrative report which describes the activities of the agency in the last year. It may include the audit attached as an exhibit or financial statements within the report, but neither are required to be part of the annual report. Under the legislation, the annual report is to be adopted formally at a public meeting. Since all of the Agency meetings are public meetings, the intent of the legislation is assure the board formally discusses and comments on the content of the annual report and provides an opportunity for the public to review and comment on the annual report prior to adoption. The Agency is to solicit such public comment and may use such methods as publishing a formal legal notice, publishing a display ad, providing a copy of the draft and notice on the Agency's website, or using public service announcements on the television and radio. The goal is to have a draft of the annual report available at the February meeting, advertise the availability of the report between February and March, solicit public comment at the March meeting, adopt the report with any editorial changes at the March meeting, and file the report by March 31, 2012. Lee Staker confirmed the adoption of the annual report will be an agenda item at the March meeting with notice to the public prior to the meeting.

Request of Taylor Crossing for Participation in Construction of Riverwalk Drive and Participation in Sewer Line (Marriott Inn Site Preparation). Prior to this meeting, Bob Barnes, Lee Radford, Ryan Armbruster, and Renee Magee met with representatives of Taylor Crossing to discuss two issues: the construction of Riverwalk Drive and reimbursement for replacing the sewer trunk line located on the Marriott Inn site. Terry Gazdik excused herself from the discussion due to a conflict of interest.

On the first issue, Lee Radford reported Taylor Crossing has proposed an innovative idea for financing the construction of Riverwalk Drive between the Marriott Inn and the Cooper-Norman building. They are proposing the contractors building the drive and installing the utilities self-finance the construction. They have met with contractors who have said they are willing to do so. This proposal requires thought as to how to structure such an arrangement and assure the contractors understand the issues and limitations prior to submitting any bids to Taylor Crossing. The Agency needs a disclosure document for the contractors for which they will acknowledge receipt. Ryan Armbruster has been instructed to compose such a document. There will be no contractual arrangement between the Agency and the contractors. The contractual arrangement is between Taylor Crossing and the Agency. If this proposal moves forward, the Agency needs to assure all participants, especially the contractors, understand the process, limitations, and risk.

Radford explained the second issue concerns the sewer trunk line which serves Lindsay Boulevard, moves south through the Marriott Inn site, and eventually crosses the Snake River north of the Pancheri bridge. The Agency financed the line in Lindsay Boulevard and paid for reconstruction of the line in Riverwalk Drive east of the Cooper-Norman building. This line will eventually be relocated to Riverwalk Drive south of the railroad. There are two issues with this request. One is the City's participation in replacement of the line and the lack of a formal request from either the City or Taylor Crossing for Agency participation. The first step is for Taylor Crossing to resolve the issues with the City as to reimbursement.

Update on Parking for Downtown Area and Memorial Drive Project. Magee said the Agency has completed and deeded the parking lot on the southwest corner of Park Avenue and D Street to the City. This lot has seventy-two spaces for long term parking for the public, although overnight parking is not permitted. The Agency has leased twenty-eight spaces on the northwest corner of D Street and Park Avenue. These spaces have not been used. The owner of the property, Reed Miller, has been approached about changing the signage to assure the public is aware of the available parking. Magee will again approach the Unitarian Church and the US Post Office in an effort to lease another eighteen spaces. Plans are underway for the restriping of Constitution Way. Restriping will increase the spaces available for parking by about 20 spaces. To do so means striping parallel parking on the curb and creating one row of ninety degree parking in the center of Constitution Way. Magee is asking the City engineering department to provide a concept for the change in parking configuration which she will mail to the property owners along Constitution Way.

The reconstruction of the Bonneville County Court House parking lot will provide forty additional parking spaces. Bonneville County has inquired about using the lot at northwest corner of D Street and Park Avenue to park county vehicles after hours and weekends. Lee Radford thought this was acceptable, especially during reconstruction of the Court House parking lot. He also suggested the Agency prepare a brochure for the public which identifies the long term parking available in the area of the Court House and City Hall. This brochure can be placed on the website and made available to employees, jurors, and the public searching for parking in the downtown area.

Magee said the parking survey done by Carl Walker, Inc., was completed in 2007. There have been changes in businesses downtown and in available parking. She requested the Agency approve \$1,600 dollars to retain Brent McClain, a graduate student at University of Utah, to complete a new parking count. **Motion by Staker, seconded by Radford, to approve the contract with Brent McClain not to exceed \$1,600. Motion Passed.**

Comments on Memorial Drive. After the meeting of the Agency in November, the engineering department held an open house to inform the public about the proposed changes to Memorial Drive. Comments solicited during the open house and in the month following are similar to those received in 2009. The engineering department has asked if the Agency has any changes they wish to make to the concept plan as a result of the comments received at the open house. Barnes noted the comments reflected parking near the Court House, especially for jury selection, is difficult. Consideration might be given to temporarily creating more long-term parking on Memorial Drive after it is completed. Preparing a brochure may be helpful. Lee Radford suggested the sign on the Ormond parking lot needs to be changed to encourage County employees and the public to use the spaces. Lee Staker explained the goal is to complete construction on the County parking lot by July 1. Construction on Memorial Drive will occur after July 4. Magee asked, if the County vehicles use the Ormond parking lot, will the County consider providing some employee parking on a first come basis in the new Court House parking lot. Staker said such an approach could be considered.

Update on Redevelopment Association of Idaho. The Association is meeting on a monthly basis. Currently 28 agencies belong to RAI. Their membership dues provide

minimal operating costs and do not include the legal expenses required during the legislative session. Last year the Boise urban renewal agency, Capitol City Development Corporation (CCDC), contributed \$12,000 to RAI, which was an informal group at the time, for legislative efforts by Elam and Burke. Thanks to the contribution of CCDC, the information on proposed legislation was informative and timely to our board members and elected officials. The Association is approaching member agencies for contributions above membership dues for these legal costs. In response to a question from Lee Staker about criticism for contributing to lobbying efforts, Lee Radford noted RAI is not only a body for informing agencies about proposed legislation. It is an organization created to educate, inform and self-regulate urban renewal agencies in Idaho. Monthly educational sessions are held on issues concerning agency business. If this request is approved, Barnes asked for an accounting of legal expenses. Gazdik asked if RAI had a website to post meeting minutes and create a message board. **Motion by Tom Hally, seconded by Radford, to contribute \$1,000 towards legal fees for RAI during the legislative session for this year with the understanding this request will be reviewed annually. Motion passed.**

Legislative Update. Armbruster reported no specific legislation affecting urban renewal agencies has been introduced as of yet. Bills may be introduced dealing with electing the agency board members, requiring specification of projects within the plan, and other issues discussed in previous years. Proposed changes to personal property tax laws, whether repealed in total or modified, will significantly reduce tax increment revenue for new districts, especially those with industrial projects.

Regular Meeting Time. Magee asked the best time to hold meetings. The board members agreed the Noon meeting works well.

Miscellaneous. Chair Barnes asked about scheduling an orientation for new members of the board. Magee suggested an orientation at 10:30 a.m. on Thursday, February 16, prior to the regular board meeting.

The meeting adjourned at 1:15 p.m.

Respectfully submitted,

Debra Petty, Recording Secretary